



DEPARTMENT OF THE TREASURY DEPARTMENTAL OFFICES



CAREER OPPORTUNITY

Announcement No.: 05-CDFI-001

Position: Financial and Program Advisor, GS-0301-14

Type of Appointment: Permanent

Full Performance Level: GS-0301-14

Organization: Community Development Financial Institutions (CDFI) Fund
Compliance Monitoring and Evaluation Unit
601 13th Street, NW
Washington, DC

Number of Vacancies: 1

Duty Station: Washington, DC

Opening Date: 12/01/04

Closing Date: 12/21/04

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

Bargaining Unit: No

Sensitivity: Critical Sensitive

Salary Range: \$85,210 - \$110,775

For more information call:

Floyd Palmer, (304) 480-8312

CDFIINQUIRIES@BPD.TREAS.GOV

WHO MAY APPLY

U.S. Citizens who meet **ONE** of the following categories:

1. Current permanent Federal employees in competitive positions or former Federal employees with reinstatement eligibility;
2. Individuals eligible for the Treasury Career Transition Assistance Program (CTAP) from the local commuting area;
3. Individuals eligible for the Interagency Career Transition Assistance Program (ICTAP) from the local commuting area;
4. Current Federal employees in excepted service positions covered by an interchange agreement;
5. Individuals eligible for the Veterans' Employment Opportunity Act (VEOA). This applies to veterans with preference or veterans separated from the armed forces under honorable conditions after 3 years or more of continuous active

service. **Please note:** Individuals who can be appointed under other authorities (for example, reinstatement, transfer, disability employment program, etc.) are not eligible to apply under the VEOA provision;

6. Individuals who are eligible for non-competitive appointment under authorities such as the disabled individuals, returned volunteers from the Peace Corps or VISTA, etc.

PLEASE NOTE

- Relocation expenses will not be paid.
- The applicant selected for this position is required to complete a financial disclosure form.
- Benefits: 10 Paid Holidays ~ Paid Annual & Sick Leave ~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans offered in the private sector)
- Selectee must undergo appropriate tax checks.

DUTIES (General)

The incumbent will establish, promulgate or evaluate policies, guidelines, procedures, and methodologies that guide the operations, implementation, and management of the program; review, analyze or evaluate the application process, including creating and utilizing review/expert panels; establish investment guidelines and procedures for evaluating applications; design, review or implement methodologies for carrying out evaluations to recognize and address appropriate selection factors; monitor or evaluate awardee and Fund performance with respect to program requirements; develop and promulgate program notices and regulations; participate in refining existing Fund policies and procedures and formulate new policies and procedures, for properly and adequately accomplishing the Fund's program goals and objectives; participate in special studies and ongoing reviews and evaluations aimed at assessing the effectiveness and Fund-wide impact of the award programs, policies, procedures and requirements; participate in the provision of training and technical assistance to applicants and awardees regarding the policies and programs of the Fund; participate in annual and multi-year strategic planning and analysis; preparation of comprehensive short-term and long-term program projects, and the formulation of appropriate goals, objectives, and measures for the Fund's programs; apply customer service concepts to established policies, goals and work priorities; and provide new approaches to improving work practices and services provided.

ELIGIBILITY REQUIREMENTS

Candidates must meet all eligibility requirements, including the following, prior to the effective date of placement and within thirty (30) calendar days from the closing date of the announcement.

Time After Competitive Appointment: Candidates who are current federal employees serving on a nontemporary competitive appointment must have served at least three months in that appointment.

Time in Grade: Candidates must have been a GS-13 for fifty-two (52) weeks (when applicable).

Candidates must be U.S. citizens.

QUALIFICATION REQUIREMENTS

Candidates must meet all eligibility requirements, including the following, prior to the effective date of placement and within thirty (30) calendar days from the closing date of the announcement.

Specialized Experience:

Fifty-two (52) weeks of experience at the GS-13 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

RATING**BASIS OF RATING:**

Qualified applicants will be rated on documented experience relating to the following "rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)." listed below.

To be well qualified, a CTAP/ICTAP eligible must receive on average an overall rating of at least the middle level in a three-level crediting plan.

Rating Factors:

1. Demonstrated experience with the CDFI and the NMTC programs, including knowledge and general understanding of applicable laws, regulations, and tax codes under which these programs function.
 2. Knowledge of CDFI and NMTC programs to perform compliance monitoring processes and procedures which include: reviewing, analyzing and evaluating award/allocation decisions; reviewing and analyzing institution and transaction level data; preparing substantive briefings and communications material on the programs and in particular the compliance monitoring policies and processes for said programs; and preparing IT systems requirements for the purpose of application review, and/or program administration and monitoring.
 3. Ability to analyze and develop recommendations for improvements in the CDFI and NMTC programs administration and operation.
 4. Strong written and verbal communication skills. Demonstrated ability to effectively communicate technical and non-technical issues verbally and in writing to either internal or external audiences.
 5. Skill in establishing and maintaining effective working relationships with professional staff, supervisors, and multiple related work units in order to set priorities and elicit responses on policies and procedures.
 6. Skill in implementing processes and meeting project milestones, including coordinating staff assignments, organizing teams, and developing and implementing individual and team work plans.
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HOW TO APPLY

Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.

All applicants are required to submit the following:

1. An application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, include volunteer work experience, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). Do not send position descriptions.
2. A copy of most recent (non-performance/non-incentive award) SF-50, Notification of Personnel Action, that shows your current grade and competitive civil service status, OR previous SF-50 showing competitive civil service status if

you are now on an excepted appointment or have resigned from the Federal service; OR other proof of appointment eligibility, if eligible under a special appointment authority such as those listed in #5 or # 6 under “Who May Apply” section of this announcement.

3. A description of any relevant knowledge, training, experience, including voluntary experience, education, awards, etc. relating to each specific rating factor (found under the “Rating” section of this announcement). Address each rating factor separately.
3. A copy of your most recent completed performance appraisal that shows the final rating. If you have not received a performance appraisal, please explain why in your application.

In addition:

VEOA eligibles (#5 under “Who May Apply” section) **are required** to submit a Member 4 copy of a DD 214 or other documentation showing dates of service and type of discharge.

Veterans Claiming Preference are required to submit the following:

5-points: A Member 4 copy of DD 214, OR other documentation showing dates of service and type of discharge (i.e., Honorable).

10-points: Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must submit the following (all four are required):

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2 OR b) are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.
2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. **CTAP eligibles**: a copy of your Reduction in Force (RIF) Separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.
ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and
4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

All applicants are recommended to submit the following:

List of awards received while employed with the Federal Government.

WHERE TO APPLY

The CDFI has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the CDFI vacancies and extending job offers.

Complete application packages must be received no later than 11:59 p.m. (EST) of the closing date of this announcement. Applicants have the following choices in submitting applications and other forms:

- **E-mail:** application packages must be in PDF format, Microsoft Word 97 (or later) format, Rich Text Format (RTF), Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to CDFIINQUIRIES@BPD.TREAS.GOV ;
- **FAX:** you can submit application packages to (304) 480-8359; OR
- **MAIL:** you can submit application packages to the following address:

Bureau of the Public Debt
RCB – CDFI (Avery 3rd)
200 Third Street, P.O. Box 1328
Parkersburg, WV 26106-1328

It is the responsibility of the applicant to ensure that all materials are received by BPD on time and that the materials submitted are properly received and readable. If illegible documents are received, which are required for a complete application package, then the applicant will be removed from consideration for this position.

Applicants will be notified as to the status of their applications.

Forms are available at www.usajobs.opm.gov or by calling (304) 480-8308.

Hard of hearing or deaf individuals may obtain information via TDD (304) 480-8341.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.